CEEweb for Biodiversity is looking for a full-time employee as

**Biodiversity Policy Expert**

CEEweb for Biodiversity is a network of environmental non-governmental organisations in the Central and Eastern European region. Our mission is to work for the conservation of biodiversity through the promotion of sustainable development. CEEweb is a registered public benefit organisation in Hungary.

**The best candidate is/has:**

- Committed to nature protection.
- Excellent knowledge on biodiversity-related environmental policies.
- Advanced knowledge and former work experience related to the Birds and Habitats Directives (Natura 2000 network), including management, data gathering and evaluation, reporting, etc.
- Experience in project management and/or coordination.
- Former experience in an international environment.
- Eager to learn and develop new skills.
- Proactive, initiating personality.
- Team-player who is also able to carry out tasks on his/her own.
- Adaptative.
- Hard-working and flexible person.
- Reliable.
- Ready to travel to other countries in Europe, if required.

**Professional tasks:**

- Coordinating CEEweb's activities related to the Natura 2000 Biogeographical Process:
  - Participating in regular meetings (online and in-person), both on the strategic planning of the work with the consortium partners and on biogeographic region-specific seminars and networking events.
  - Preparing and organising thematic meetings (online and in-person) and facilitating discussions.
  - Preparing background materials and reports, as required.
  - Keep contact with consortium and relevant stakeholders.
● Coordinating CEEweb’s national and international programmes on biodiversity and water protection, including:
  o Preparing and contributing to professional materials, such as policy recommendations, reports, position papers.
  o Representing CEEweb’s views at national and international events, conferences and workshops, and lobby meetings with the EU and member states.
  o Organising and facilitating workshops and working group meetings.
● Tracking and monitoring the biodiversity and water protection related policy processes in the EU.
● Preparing and writing applications (i.e. project proposals); implementing projects.
● Informing the members and donors of CEEweb about biodiversity and water protection related scientific and policy processes, as well as about CEEweb’s work in these areas.
● Communicate with the member and partner organisations of CEEweb.

Requirements of the position:
● Proficient English user; knowledge of another EU language (independent user) is an asset.
● University degree in a relevant field (e.g. environmental sciences)
● At least 5 years of relevant work experience (preferably in nature conservation)
● User-level computer skills (e.g. Windows, Office)
● EU citizen (or having the permission to work/live in Hungary)

Location: Budapest, Hungary (regular but not permanent home office is an option)

What CEEweb can offer:
● Experience in the field of national and international nature protection (relevant scientific and policy experience).
● Good, friendly working environment.
● Active participation in exploring the drivers behind biodiversity loss and in developing solutions to eliminate them.
● Competitive salary within the Hungarian non-profit sector — salary range 450 000 – 520 000 HUF (gross), based on experience.

Application requirements:
● Detailed CV in English
● Contacts of at least two references who can prove the required work experience.
How to apply

Applications should be sent via e-mail to:
Csaba Mezei, General secretary, e-mail: mezei@ceeweb.org

More information:

The applicants will be evaluated based on their CV and personal meetings.

**Deadline:** 10 February 2021

**Provisioned date of personal interviews:** First round: mid-February. Second round: end of February.

**Expected date of employment:** at the earliest convenience.

*Please note that only the persons selected for a personal meeting will receive a written notification!*